



Managing User Access

- When a Site is created by default it inherits permissions from the parent site (site above)
- Permissions for a site need to break inheritance in order to add additional permissions to the site
- Users can be added to the site in two ways
 - Individual Users
 - Groups (Groups must be created by the Portal Administrator)



Managing User Access

- When modifying / adding users on a site
 - Add them to an existing group
 - Add them as an individual and assign permissions
 - Change groups or permissions

Full Control - Has full control.

Design - Can view, add, update, delete, approve, and customize.

Manage Hierarchy - Can create sites and edit pages, list items, and documents.

Approve - Can edit and approve pages, list items, and documents.

Contribute - Can view, add, update, and delete.

Read - Can view only.

Restricted Read - Can view pages and documents, but cannot view historical versions or review user rights information.

View Only - Members of this group can view pages, list items, and documents. If the document has a server-side file handler available, they can only view the document using the server-side file handler.

MCFullControl - MC version of Full Control minus adding personal webparts

MCDesign - MC version of Design - Can view, add, update, delete, approve, and customize.

MCManage Hierarchy - MC Version of Mange Hierarchy Can create sites and edit pages, list items, and documents.

MCApprove - MC version of Approve -Can edit and approve pages, list items, and documents.

MCContribute - MC Version of Contribute - Can view, add, update, and delete.



Managing User Access

Click Site Actions > Site Settings > People And Groups

The screenshot shows the U.S. Marine Corps website interface. At the top, the navigation bar includes links for Home, News, Units, Recruiting, Training & Education, Career, Marine Services, and In the Community. A breadcrumb trail indicates the current location: Home > Units > Marine Forces Korea. The main content area displays a message: "The Marine Forces Korea site is not being hosted here at t. Please visit Marine Forces Korea to view the current site."

On the right side, the "Site Actions" menu is open, showing options such as Edit Page, Create Page, Create Site, Show Page Editing Toolbar, View All Site Content, View Reports, Site Settings, and Manage Content and Structure. The "Site Settings" option is highlighted with a red arrow. Below this, the "People And Groups" option is also highlighted with a red arrow. A red arrow points from the "People And Groups" option to the "People And Groups" link in the left sidebar navigation menu.

The left sidebar navigation menu includes links for View All Site Content, Marine Forces Korea, News, Press Releases, Photos, Marfork2, and Marforktest1.

At the bottom of the page, the footer contains the text: "Official U.S. Marine Corps Web Site. News organizations can contact our public affairs office at (703) 614-4309 for more information. Copyright 2006. All Rights Reserved."



Managing User Access

Add Users – Look up in directory if unsure – similar to Outlook address book

Give Permission – Add user to an existing SharePoint Group giving the permissions the group has or give users permission directly by checking the level of permission

Send E-mail – Uncheck Send welcome e-mail if you don't want the user to receive a notification that they have been added to the site. Welcome message can be customized if you send e-mail

Use this page to give new permissions.

Add Users

You can enter user names, group names, or e-mail addresses. Separate them with semicolons.

[Add all authenticated users](#)

Give Permission

Choose the permissions you want these users to have. You can add users to a SharePoint group (which is already assigned to a permission level), or you can add users individually and assign them to a specific permission level.



SharePoint groups are recommended as they allow for ease of permission management across multiple sites.

Send E-Mail

Use this option to send e-mail to your new users. You can personalize the message that is sent.

Links and information about the site will be added below your personal message.

Users/Groups:

Give Permission

☒ Add users to a SharePoint group

Content Provider [Contribute, Limited Access]

View permissions this group has on sites, lists, and items...

☐ Give users permission directly

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- ☐ Contribute - Can view, add, update, and delete.
- ☐ Read - Can view only.
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☒ Send welcome e-mail to the new users

Subject:

Welcome to the SharePoint group: Content Provider for site: Marin

Personal Message:

Click OK